

# U.S. Department of Housing and Urban Development Office of Multifamily Housing Pay for Success Pilot Program Narrative Template

**Applicant Name:** Replace this text with Applicant's Complete Organization Name

**Employer Identification Number (EIN):** Replace this text with Applicant's EIN

## *Instructions for Completing the Pay for Success Pilot Narrative Template*

**Overview:** This Narrative Template document contains an Executive Summary and three Rating Factor sections: Experience and Qualifications, Proposed Approach, and Feasibility Analysis. Requirements for each section are noted in the Pay for Success Pilot NOFA. All of the section requirements are mandatory.

**Approach:** Applicants must respond to each of the sections using clear, concise, factually-based text. Narrative responses should address the Rating Factors, as well as cross-reference and explain any pertinent information contained in the requested supporting documentation. Where applicable, cite any secondary data sources, reports, statistics, or other sources. Be sure to use the most recent data and information available.

**Page Limits:** Applicants have up to 30 single-sided pages of text to respond to the Rating Factors. Reviewers will not review more than 30 pages. Required HUD forms and attachments are not included in the 30 page limit. Applicants have an additional four pages to respond to the Executive Summary section.

**Format:** The format is automatically generated by this form in terms of font size, which is Times New Roman, size 12 standard point font with 0.5 inch margins.

**Identify Applicant on Cover Page:** Replace the underlined text on this cover page to reflect the Applicant Name and EIN #.

**Mandatory File Naming Convention:** You must submit the final version of this file through Grants.gov using the following naming convention: Applicant Name-Narrative.docx. For example: ABC Organization-Narrative.docx

OMB Number XXXX-XXXX

Paperwork Reduction Act Notice

This submission requirements package is provided to Applicants under the Pay for Success Pilot Program. The estimated average burden associated with this collection of information is XX hours per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden statement and suggestions for reducing this burden should be directed to the U.S. Department of Housing and Urban Development, 451 7<sup>th</sup> Street SW, Washington, D.C. 20410.

## Executive Summary (Not Scored)

Provide an executive summary of your application below of no more than four pages. You must address the following points:

- High-level program parameters (size and geographical dispersion of proposed portfolio (units and projects), top-line program budget, projected sources of funding with amounts, and timeline with major project milestones;
- Functions to be performed by the applicant with brief description of relevant experience and;
- Functions to be performed by service providers not party to the application, with a brief description of approach to service provider recruitment, minimum qualifications, and any required training or credentials.

Enter Response Here

## Experience and Qualifications (XX Points)

### A. Rating Factor 1: Experience and Qualifications

HUD will evaluate the depth and quality of your experience and qualifications and assess the extent to which they prepare you to meet all program requirements and achieve program objectives.

#### i. Subfactor 1.1: Required Experience.

Enter Response Here

#### ii. Subfactor 1.2: Additional Qualifications

Enter Response Here

## Proposed Approach (XX Points)

### B. Rating Factor 2: Proposed Approach

HUD will evaluate the depth and quality of your proposed approach and assess the extent to which they prepare you to meet all program requirements and achieve program objectives.

**i. Subfactor 2.1: Work Plan.**

Enter Response Here

**ii. Subfactor 2.2: Prospective Portfolio**

Enter Response Here

**iii. Subfactor 2.3: Funding Strategy**

Enter Response Here

**iv. Subfactor 2.4: Timeline**

Enter Response Here

## **Feasibility Analysis (XX Points)**

**C. Rating Factor 3: Feasibility Analysis**

Applicants will present a feasibility analysis of their approach that consists of the following elements. HUD will evaluate the feasibility analysis based on comprehensiveness and plausibility.

**i. Subfactor 3.1: Program budget**

Enter Response Here

**ii. Subfactor 3.2: Financial modeling**

Enter Response Here

**iii. Subfactor 3.3: Risk analysis and mitigation strategy**

Enter Response Here